



Belmont Permit Center

PERMIT APPLICATION

Application No.: _____

Case Type:

Zoning of Property: _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Tentative Tract Map | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Façade Improvement Rebate | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Rezoning / Zoning Ordinance |
| <input type="checkbox"/> Floor Area Exception | <input type="checkbox"/> Grading Permit Approval | <input type="checkbox"/> Geologic Review |
| <input type="checkbox"/> City Code Exception | <input type="checkbox"/> Conceptual Development Plan | <input type="checkbox"/> Geo-Hazards Map Amendment |
| <input checked="" type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Detailed Development Plan | <input type="checkbox"/> Subdivision Ordinance Exception |

Zoning Case Numbers: _____
(Staff Use Only)

Project Description: _____

Property Description:

Street Address: _____, Belmont, CA 94002

Assessors Parcel Number: _____

Property Area (sq. ft.): _____

Nearest Cross Street: _____

Applicant Information:

Owner Name: _____	Telephone Number: _____ ()	Fax Number: _____ ()
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Mailing Address, if different from Site Address: _____	E-mail Address: _____
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Applicant Name, if different from Property Owner: _____	Telephone Number: _____ ()	Fax Number: _____ ()
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Applicant Mailing Address: _____	E-mail Address: _____
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Submittal Authorization:

Signature of Owner: _____	Date: _____
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Signature of Applicant, if different from Owner: _____	Date: _____
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For Office Use Only: Fee Amount: _____ Check No.: _____

Belmont Permit Center TENTATIVE PARCEL MAPS SUBMITTAL REQUIREMENTS



Subdivision Plan – In addition to the required application forms and exhibits, a Subdivision Plan (tentative map) must have the following data, design information and statements indicated on the map or on separate sheets, as appropriate. Copies of all application forms are available in the Belmont Permit Center or on-line at www.belmont.org.

Data and Design Information

- ☐ A sketch at a minimum scale of one inch = 1,000 feet indicated the location of the proposed subdivision in relation to the surrounding area or region and showing land use in surrounding area. All to be indicated on the tentative map.
- ☐ Name and address of record owner and subdivider.
- ☐ Name, address and license number of licensed land surveyor, registered civil engineer or other qualified professional who prepared the tentative map.
- ☐ Date, north point, (generally “up” on the map) and scale. Minimum scale one inch = 100 feet. Minimum map size eighteen inches by twenty-six inches (18 x 26).
- ☐ Name or number of proposed subdivision, and of all adjacent subdivisions; locations of, names and width of adjacent streets, highways, alleys and ways, and easements of all kinds, together with the type and location of street improvements thereon including fire hydrants and street light locations.
- ☐ The contour of the land at intervals of one foot of elevation up to five (5) percent slope; two (2) foot intervals up to ten (10) percent slope and five (5) foot intervals over ten (10) percent slope.
- ☐ Sufficient data to define the boundaries of the tract, or a legal description of the tract and border on reverse side of map to indicate tract boundaries. Tentative map to show probable units of final map.
- ☐ Width, approximate location and purpose of all existing and proposed easements and adjacent easements adjoining such land.
- ☐ The width, approximate grade and name of all streets, highways, alleys and other rights-of-way proposed within the subdivision.
- ☐ The approximate radii of all curves.

- ☐ All lots and condominium air spaces numbered consecutively by block throughout the entire development; the approximate dimensions of all lots; approximate lot areas shall be shown for all lots not rectangular in shape.
- ☐ The approximate location of areas subject to inundation by storm water overflow, and the locations, width and direction of flow of all water courses existing and proposed.
- ☐ The location and outline to scale of each existing building or structure including underground utilities within the subdivision, noting thereon whether or not such building or structure is to be removed from or remain in the development of the subdivision, and its existing and proposed future use.
- ☐ Show approximate elevation of street intersections.
- ☐ The location, pipe size and approximate grades of proposed sewers, water line and underground storm drains, including the proposed location of fire hydrants, street lights, gas mains and power, and TV cables.
- ☐ The locations of all trees over four inches in diameter at base of tree (where stands of trees are located, individual trees need not be shown, but may be shown in a group).
- ☐ The locations of existing fences, ditches, wells, pumps, cesspools, reservoirs, sewers, culverts, drain pipes, underground structures, utility lines or sand, gravel or other excavation within two hundred (200) feet of any portion of the subdivision, noting thereon whether they are to be abandoned or used.
- ☐ Typical street sections and details.
- ☐ All major cross sections of all cuts and fills before and after grading to determine the scope of the work involved, include estimate of contemplated earth work. (See also special requirements when proposed site has slope of 10 percent or more).
- ☐ Elevations of the property by contour lines indicated by solid lines original elevations not greater than five (5) feet, and by broken lines shall show the proposed elevations upon completion of grading and excavation. The subdivider shall file with the tentative map a written application for grading and excavation if any, in conformity with the provisions of the Excavation Ordinance No. 82 and the Ordinance establishing limited truck routes of the City of Belmont.

Statements

- ☐ Existing zoning and existing and proposed use or uses.
- ☐ Report on soil test by a reputable soils engineer.
- ☐ Erosion control plan and improvements to be undertaken or constructed by the subdivider, as required by the City.
- ☐ Building setback lines.

- ☐ Source of water supply and method of sewage disposal.
- ☐ Type of tree planting and landscaping.
- ☐ Public areas to be dedicated or scenic easements proposed.
- ☐ Type and location of street lighting proposed in conformance with the adopted standards of the City of Belmont.
- ☐ Plan for development of lots (whether for sale as lots or fully developed house and lot lease or financing purposes)
- ☐ Will-serve letters from each serving utility and agency requesting submission of utility easement requirements and a copy of the reply of each affected utility and agency.
- ☐ Geological report where there are known geologic hazards present on the site, as determined by the City Engineer.

TENTATIVE PARCEL MAP



Belmont Permit Center APPLICATION CHECKLIST

Page 1 of 2

Address: _____

Date: _____

Project: _____

*Please review your project with the Planning Department
to determine if any additional items listed below are required.*

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Applications</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Checklist (this form)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplemental Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neighborhood Outreach Strategy
<u>Plans</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Subdivision Plan (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Exterior Elevations (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property line survey
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topographic survey map
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Grading plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage plan
	<input type="checkbox"/>	<input type="checkbox"/>	Building sprinkler plan (four copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Driveway plan and profile

Address: _____

	<u>Required</u> <small>(by City)</small>	<u>Submitted</u> <small>(by applicant)</small>	
<u>Technical Information</u>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for cut and fill
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report
	<input type="checkbox"/>	<input type="checkbox"/>	Engineering geology report
	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary title report
<u>Miscellaneous</u>	<input type="checkbox"/>	<input type="checkbox"/>	Color and material samples
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs (eight sets)
<u>Noticing Information</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noticing map
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice list
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice envelopes (post-paid)
<u>Fees and Deposits</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fee
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental fee
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Geologic Review Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Staff Assistant: _____ **Telephone:** _____ **Date:** _____

Applicant's Statement: As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

Applicant's Name: _____ **Date:** _____

Applicant's Signature: _____



**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____ (Office Use)

Address: _____

Date: _____

Project: _____

Tabulations:

Area of Entire Site - Acres: _____ Square Feet: _____

Average Per Cent Slope of Entire Site: _____

Area of Proposed Lots - Smallest: _____sf Largest: _____sf Average: _____sf

Special Conditions:

Indicate the most significant or severe floor zone and geologic hazard or hazards found on the project site. (Consult 1982 FEMA Flood Insurance Rate Map and 1988 City of Belmont Geologic Hazard Policy Maps.)

Flood Zone: _____

Geologic Hazards: _____

Phasing:

Describe the schedule of any progression of development, including identification of major units to be phased (attached additional sheets, if necessary):

SUPPLEMENTAL APPLICATION

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Relationship to Surrounding Uses:

Describe surrounding uses (north, east, south and west), both existing and as proposed in the Belmont General Plan. Identify any complementary or conflicting characteristics of project with current and planned surrounding uses (attached additional sheets, if necessary):

Findings:

In order to approve a request for Tentative Map, the Planning Commission and City Council must determine that the project meets the six findings listed below. Please indicate how the project meets these findings:

- A. That the proposed map is consistent with applicable general and specific plans.

- B. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.

- C. That the site is physically suitable for the type of development.

(Continued on Page 3)

SUPPLEMENTAL APPLICATION

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- D. That the site is physically suitable for the proposed density of development

- E. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

- F. That the design of the subdivision or the type of improvements is not likely to cause serious public health problems.

- G. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. (In this connection, the City Council may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to one previously acquired by the public.)



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PERMIT APPLICATION

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Street Address: _____

Application No.: _____

Site Preparation / Grading:

Number of Cubic Yards of Combined Cut and Fill:

_____ Cubic Yards

OR Check ☐ if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point:

_____ Feet

OR Check ☐ if less than 2 Feet

Surface Area to be Graded or Cleared:

_____ Square Feet

OR Check ☐ if less than 2000 Square Feet

Retaining Walls:

The Project Includes New, Rebuilt or Extended Retaining Walls:

☐ Yes

☐ No

Maximum Height of New, Rebuilt or Extended Retaining Walls:

_____ Feet

Floor Area:

Existing Floor Area of All Enclosed Structures: _____ Square Feet

Proposed New Floor Area to be Added: _____ Square Feet

Total Floor Area Resulting from Project: _____ Square Feet

On-site Parking:

Existing Parking / Number of Spaces: _____ Covered _____ Uncovered

Proposed Additional or Lost Parking Spaces: _____ Covered _____ Uncovered

Total Parking Spaces Resulting from Project _____ Covered _____ Uncovered

Check any of the following items that apply to the project:

☐ Steep Terrain

☐ New Driveway / Curbcut

☐ New Signs

☐ Large Trees on Site

☐ New Water Service

☐ Redevelopment Area

☐ Historic Building on Site

☐ Construction Dumpster Required